

**NEW MANGALORE PORT TRUST
EMPLOYEES
(CHILDREN EDUCATION ASSISTANCE)
SCHEME, 2010**



NEW MANGALORE PORT TRUST

Administration Department, Panambur- 575 010

No:11/29/2012/PTC.1

Date:17.11.2012

OFFICE MEMORANDUM

Sub: Children Education Assistance Scheme-2012
Copy forwarded.

With reference to the subject mentioned above, it is stated that the existing New Mangalore Port Trust employees(Educational Assistance) Regulations 1997 governs the sanction of Children Education Allowance, Reimbursement of Tuition Fees and Hostel subsidy in respect of children of the employees of the Port Trust. Besides, the employees of the Port Trust are allowed the Books and Stationery Allowance , Merit Scholarships and Cash award right from 1990-91 for the education of their children. This scheme is being modified and the quantum of allowance and Scholarship is being revised from time to time and the last revision was made effective from 1.4.2008, with the approval of the Board. For easy reference and to make it available at one place a consolidated scheme which is called New Mangalore Port Trust employees(Children Educational Allowance)Scheme 2010 is introduced and a copy of the same is forwarded herewith for information and for future guidance.


(R. Thippai)
Dy. Secretary

Encl: As above



To

All HOD's for information and circulation amongst the employees under them.

**NEW MANGALORE PORT TRUST EMPLOYEES
(CHILDREN EDUCATION ASSISTANCE) SCHEME, 2010**

PREAMBLE: (1) *With a view to provide educational assistance to the employees of the Port Trust for the education of their children, the following Regulations/schemes were introduced at this Port from time to time.*

1. *New Mangalore Port Trust Employees (Children Educational Allowance) Regulations, 1980*
2. *New Mangalore Port Trust Employees (Reimbursement of Tuition Fees), Regulation, 1980*
3. *Grant of Books & Stationery Allowance*
4. *Award of Merit Scholarship to eligible Children of Port Employees.*
5. *Award of Cash prizes to the Children of Port employees who stood first in the Institution/ Secured Rank in the final examination.*

(2) *The Regulations at (1) and (2) above were prepared on par with Central Govt. rules on the subject which were limited upto the children studying in 10+2 course. Subsequently, these two Regulations were merged into a single Regulation, called "New Mangalore Port Trust Employees (Educational Assistance) Regulation, 1997 which was introduced in 1997 to fall in line with Central Govt. practice. While revising the pay and allowances and other benefits of employee and officers, the provisions of above 1997 Regulations were liberalized and both the Children Education Allowance and reimbursement of Tuition Fees, hither-to being paid separately, were merged in to one to be known as "Children Education Allowance Scheme". This scheme replaces the existing 1997 Regulations. Covering the liberalized provisions agreed in the wage settlements and covering the existing provisions of 1997 Regulations to the extent necessary and also taking into consideration of the structure of the Central, Civil services (Educational Assistance) orders 2006, the New Mangalore Port Trust Employees (Children Education Allowance)*

Scheme 2010 is introduced as detailed in the SCHEME – I. With introduction of this Scheme-I, the existing New Mangalore Port Trust Employees (Educational Assistance) Regulations 1997 will cease to operate.

(3) With a view to give encouragement to the children of employees of the Port Trust in regard to their education in the approved/ recognized educational Institution/ College/ School, the existing New Mangalore Port Trust Employees (Welfare Fund) Regulations, 1980, inter-alia provide for grant of Books and Stationery allowance , Merit Scholarship and Cash Award to the eligible Children of Port Employees. Accordingly, a scheme each for the grant of (1) Books and Stationery Allowance, (2) Award of Merit Scholarship and (3) Award of cash prizes to the children of the Port Trust Employees were evolved with the approval of the Board. These schemes were modified and quantum of Allowance, Scholarship and Cash prizes was revised from time to time with the approval of the Board. The last revision was made effective from 1st April 2008 as approved by the Board in its meeting held on 2nd Feb. 2009. The scattered orders issued on these subjects are now consolidated and made available at one place by including them in the above. New Mangalore Port Trust Employees (Children Education Assistance) Scheme, 2010, as SCHEME-II : Books and Stationery Allowance, SCHEME-III: Merit Scholarship and SCHEME-IV: Cash Award.

(4) The SCHEME-I provide for Educational Allowance to children from nursery to 10+2 course. This benefit is deleted from SCHEME-II to avoid double benefit. In other words, Books and Stationery allowance under Scheme-II is not admissible to the children studying in class/course upto 10+2 since the same is covered in SCHEME-I.

(5) The above SCHEME-I (Children Education Allowance), SCHEME-II (Books and Stationery Allowance), SCHEME-III (Merit Scholarship) and SCHEME-IV (Cash Award) are put together and named as New Mangalore Port Trust Employees (Children Education Assistance) Scheme 2010.

SCHEME – I. Children Education Allowance

1. Short title and commencement

- i) This Scheme may be called the "New Mangalore Port Trust Employees (Children Education Allowance) Scheme, 2010.
- ii) These Regulations shall come into force from 1st April 2010.

2. Extent of application

- i) This Scheme shall be applicable to the employees of New Mangalore Port Trust and the Staff and workers of Registered Cargo Handling Workers Wing of the Port Trust except persons in casual or daily rated or part-time employment but shall not apply to class I & II officers of the Port Trust, for the period they opted for Children Education Allowance and/or Hostel Allowance under "Cafeteria Approach" introduced from 26th July 2010 (hereinafter called the employees and workers)
- ii) Employees and workers of the Board deputed to Central/State Govt. or on foreign service in India would be eligible to drawal of Children Education Allowance under these orders from such Central/State Govt. or foreign employer, provided provision to this effect is expressly made in the terms of deputation or foreign service.

3. Definitions

In this Scheme, unless the context otherwise requires –

- i) 'Board' shall have the same meaning assigned in the Major Port Trusts Act 1963
- ii) 'Employee and worker' means an employee of the Board and Staff and worker of the Registered Cargo Handling Workers Wing.
- iii) 'Child' means a child of an employee and worker and includes a step child and an adopted child who is wholly dependent on the employee or worker.
- iv) 'Higher Secondary or Senior Secondary Classes' means Classes XI and XII and include classes up to the equivalent of XII class under the 10+2+3 scheme like Pre-University class or the first year class of an Intermediate College, a Technical College or a Polytechnic, provided a child has passed the Secondary or equivalent but not the Higher Secondary examination before joining such class. In cases where minimum qualification for admission in the two year diploma course in Polytechnic is 10th class at the revised pattern of education and the student joins the polytechnic after passing 10th class of the revised pattern of education, the reimbursement of tuition fees shall also be allowed for the I and II year classes of the above course.

- v) 'Physically/Mentally Handicapped' means a child having a minimum disability of 40% and as detailed in para 8 of this Scheme.
- vi) 'Recognized School' means Government School or any Educational Institution whether in receipt of Govt. aid or not, recognized by the Central Government or State Govt. or Union Territory Administration or by a University or a recognized Educational authority having jurisdiction over the area where the Institution is situated. For the purpose of this Scheme, education up to the senior level shall be treated as school education.
- vii) 'Secondary Classes' means classes VI to X
- viii) 'Tuition Fee' means tuition fee payable and actually paid includes tuition fee, admission fee, term fee, laboratory fee, special fee charged for agriculture, electronics, music or any other subject, fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fees for extra-curricular Activities. This also includes reimbursement for purchase of one set of text books and note books, two sets of uniforms and one set of school shoes which can be claimed for a child in a year.

4. Eligibility

- i) All employees and workers without any pay limit except class I & II officers for the period they opted to draw Children Education Allowance and/or Hostel subsidy under Cafeteria Approach, shall be eligible to draw Children Educational Allowance (hereinafter called the Education Allowance) only if the child study in a recognized school.
- ii) In case both wife and husband are the employees and/ or workers, the Education Allowance or Hostel subsidy, shall be admissible to one of them only.
- iii) In case the wife or husband of an employee and/or worker is employed outside the Port service, shall be eligible to draw the Education Allowance or Hostel Subsidy under this Scheme only if his/her spouse is not entitled to any such benefit from his/her employer and a declaration to that effect shall be obtained from employee/worker.
- iv) The Education Allowance or Hostel subsidy shall be admissible to an employee/worker while he/she is on duty or is under suspension or is on leave (including extraordinary leave.)

Provided that during any period which is treated as 'Dies-non' the employee/ worker shall not be eligible for the Education Allowance or Hostel subsidy for the period.

- v) If an employee and worker ceases to be in service by reasons of retirement, resignation, discharge, dismissal or removal from service or death in the course of an academic year the Education allowance or Hostel subsidy shall be admissible till the end of the academic year in which the event takes place.
- vi) The Education allowance or Hostel subsidy shall be admissible only in respect of children between the age limits of 5 and 20 years and between 5 and 22 years in the case of disabled children.

Explanation – The Education allowance or Hostel subsidy shall be admissible in respect of the child up to the end of the academic session even if he/she completes 20/22 years as the case may be during that currency of the academic session.

- vii) The Education allowance or Hostel subsidy shall be available to an employee and worker up to eldest 2 children only. However, if the number of children exceeds two as a result of second child birth resulting in twins or multiple births, Education allowance or Hostel subsidy shall be admissible to all the children.
- viii) The Education allowance or Hostel subsidy shall be admissible to an employee and worker only if the child attends the school regularly.

Provided that Education allowance or Hostel subsidy shall not be admissible in any case where the period of absence from the school without proper leave exceeds one month notwithstanding that the name of the child remains on the roll of the school.

- ix) The Education allowance or Hostel subsidy shall be admissible to an employee and worker in respect of his/her children regardless of the fact that any scholarship is received provided that if freeship is awarded, Education allowance shall be admissible only to the extent of fees actually paid subject to the maximum limit under clause 5(i) below.
- x) Education allowance or Hostel subsidy is admissible for children from classes nursery to twelfth including classes eleventh and twelfth held by the junior colleges or schools affiliated to Universities or Boards of Education.
- xi) The Education allowance or Hostel subsidy shall have no nexus with the performance of the child in the class. In other words, even if a child fails in a particular class, the Education Allowance or Hostel Subsidy shall not be stopped.

- xii) The Education allowance is admissible for the correspondence course also subject to the maximum age limit of 20/22 years as the case may be.

5. Extent of Assistance

- i) The annual ceiling fixed for Education Allowance is ₹12,000/- per child. For children with disabilities the allowance will be twice the normal rate and annual ceiling will be ₹24,000/-.
- ii) The allowance can be claimed ones in every quarter. The amount that can be claimed in a quarter could be more than ₹3,000/-, and in another quarter less than ₹3,000/- subject to the annual ceiling of ₹12,000/- per child or ₹24,000/- as the case may be being maintained.
- iii) The above limit would be automatically raised by 25% every time the Dearness Allowance goes up by 50%.

6. Procedure of claiming the Allowance

- i) In order to ensure that employees/workers do not find difficulty in claiming the Education Allowance, the procedure under these regulations is being kept simple. Education Allowance should henceforth be made on the submission of original receipts along with the details in the application form appended (Form 1) on the basis of self-certification by the employee and/ or worker.
- ii) The Drawing officer should maintain a suitable record of claims received, admitted/rejected in respect of each employee/worker alongwith the certificate and information furnished by the employee and worker, the receipts in support of the claims preferred by them and other documents, if any. The record to be maintained in the Form-II appended.

7. Hostel subsidy

- i) Hostel subsidy will be reimbursed up to a maximum limit ₹150/- per month per child subject to a maximum of two children. However, both hostel subsidy and Children Education Allowance cannot be availed concurrently. The hostel subsidy will not be allowed to class I & II officers for the period they opted for Hostel Allowance under cafeteria approach. In other words the hostel subsidy under this Scheme and hostel allowance under cafeteria approach cannot run concurrently.

- ii) Hostel subsidy is admissible only because of transfer he/she is obliged to keep his/her children in the hostel in residential school far away from the station at which he/she is posted and / or is residing. However, if the date of admission to the hostel is earlier than the date of transfer and if such admission is made in anticipation of the transfer, the hostel subsidy may be made from the effective date of transfer.
- iii) The hostel subsidy shall be payable up to 10+2 stage in States and Union Territories where the pattern of 10+2+3 has been adopted and up to higher secondary and senior secondary stage in other States and Union Territories irrespective of the fact that the children study in a Kendriya Vidyalaya or any other recognized school.

8. Disabled children

- i) The following are the guidelines for evaluation of disabilities and procedure for certification.
 - a) Visual impairment
 - b) Locomotor/Orthopaedic disability
 - c) Speech and hearing disability
 - d) Mental Retardation
- ii) The minimum degree of disability should be 40% and above in order to be eligible for the benefits under this Scheme. The medical Board consisting atleast three members constituted by the Port Trust for the purpose, out of which one should be a specialist in the particular field shall certify the disability. The certificate would be valid for five years for those whose disability is temporary. For those who acquire permanent disability, the validity can be shown as permanent.
- iii) The Institution in which the child is studying is one which is recognized or approved or aided by the Central Government or State Government or Union Territory Administration.

9. General

1. An employee and worker in receipt of allowance shall continue to be eligible to draw such allowance during any period not exceeding four months on the following circumstances.
 - i) When he/she may go and stay with the child in respect of whom the allowance is drawn while on leave or during suspension or temporary transfer.

- ii) When the child may come to live with the employee and/or due to illness provided it is certified by a Registered Medical Practitioner that the child is forced to remain away from studies due to illness.
- iii) When the child may come to live with the employee and/or during vacation provided the child continues to be on the rolls of the school.

2. Continuity of payment in special circumstances.

- i) The Education Allowance shall be admissible to an employee and worker throughout the year notwithstanding that no tuition fee is paid during the vacation.
- ii) In the case of a child who is successful at the final secondary/higher secondary/ senior secondary examination, the allowance shall be admissible to the employee up to the end of the month in which examination is completed or upto the end of one month upto which the school fees are charged whichever is later.
- iii) In the case of a child who fails in the final secondary/higher secondary/ senior secondary examination but resumes his studies the Education Allowance shall be admissible to the employee for the period of vacation intervening provided that fees are paid for the period of vacation.

10. Repeal and saving

- i) On the commencement of this Scheme, the New Mangalore Port Trust Employees (Educational Assistance) Regulations 1997 cease to operate.
- ii) Notwithstanding such cessation of operation, anything done or any action taken under the said 1997 Regulation, shall be deemed to have been done or taken under the corresponding provisions of these Regulations.
- iii) Except the quantum of allowance, the procedure, conditions, clarifications, modifications, corrections, additions, deletions etc issued by the Central Government from time to time to their Central Civil Service (Educational Assistance) Orders 2006 shall equally apply to the relevant chapters and provisions in this Scheme.
- iv) If any question arises as to the interpretation of any of the provisions of this Scheme, the same shall be decided by the Board.

HEME-II**1) Books and Stationery allowance**

All employees of the Board are eligible for the Books and Stationery allowance(hereinafter called the allowance) at the following rates every year for the studies / courses of their children after 10+2 course or XIIth Standard or equivalent.

Sl. No	Name of the Course/ Class	Rate per annum revised from 01.04.2008 ₹
a	Degree Course such as B.A, B.Sc, B.Com, B.B.M etc.	1000/-
b	BCA/MCA, PG Diploma in Computer application	1500/-
c	Certificate course in Engineering	1000/-
d	Diploma course	1000/-
e	Bachelor of Hotel Management	1000/-
f	B.L, LL.B course either after PUC or degree	1500/-
g	Graduate in Engineering	1500/-
h	Medical Degree course	2000/-
i	B. Pharma course, DCH	1500/-
j	All Post Graduate Degree Courses	1500/-

2) Eligibility

- i) This Scheme will apply to all employees of the Board. This allowance is extended to the children(limited to two) of the employees which will be continued until the children finish the particular course irrespective of the child's parent has retired/ expired in the middle of the course. However this will be subject to the condition that the benefit will automatically stand cancelled if the child fails in any of the examination during currency of the allowance.
- ii) The employee shall produce a certificate from the Head of the college/ Institution every year that the child is studying as a regular student in the particular course. The allowance will not be continued in case the child fails in a particular year/ class. Failure in a particular year/ class means the student is not allowed to continue to attend the higher class.
- iii) This Allowance is not allowed to Class I & II officers of the Board for the period they opted to draw Children Education Allowance and/or Hostel

Allowance under the "Cafeteria Approach" introduced from 26th July 2010.

- iv) The application in the form appended (Form – III) for the allowance shall be submitted by the employees to the Chairman through their respective Heads of Department before 31st August every year by which date all the admissions would be over. The claims received after this date will not be considered unless genuine reasons are given.

SHEME – III

1) Merit Scholarship

The Employees of the Board are eligible for the Merit Scholarship (hereinafter called the Scholarship) for the education of their children in the following courses at the rates noted against.

Sl. No	Name of the Course/ Class	Rate per annum revised from 01.04.2008 ₹
a	In the case of Engineering Degree Courses	1000/-
b	In the case of Medical Degree Courses	1000/-
c	In the case of other Degree Courses like B.A, B.Sc, B.Com, BBM, Law etc.	600/-
d	In the case of Post Graduate Diploma in Computer Application	600/-
e	In the case of Diploma/ Certificate Course	600/-
f	For Post Graduate Studies	
1	For Engineering	1200/-
2	For Medical	2000/-
3	All other PG Courses other than (1) and (2) above	750/-
4	Chartered Accountant's Course	1200/-
5	ICWA Course	1200/-

2) Eligibility

- i) All employees of the Board are eligible for the Scholarship for their children (limited to two) studying in the above course.

- ii) The children (hereinafter called the student) ought to be studying in an Educational Institution recognized by the Education department, Board, University or in colleges declared as autonomous.
- iii) Such of the general students who have obtained 60% and above marks in the very previous final examination/ average of two final Semesters of the course are eligible for the scholarship. In the case of SC/ST students, they should atleast score 50% of the marks in the previous years final examination or average of two final semesters of the course. If the student secures 59.5% (general student) and 49.5% (SC/ST student) it is rounded off and taken as 60% and 50% respectively.
- iv) The application in the form appended (Form – III) for the scholarship shall be submitted by the employees to the Chairman through their respective Heads of Department before 31st August every year by which time the results of the previous examination/ semester would be known. The claims received after this date will not be considered unless genuine reasons are given.
- v) In the event of an employee dying/ retiring during the course of the academic year, the scholarship to his/ her children will be continued until the student completes the course/ studies in which studying at the time of death/ retirement of his/ her parent.

SCHEME - IV

1) Cash award

- i) If the Son/daughter (hereinafter called the student) of the employees of the Board stood first by securing highest marks in the following course in the respective Institution/ College/ School, he/ she may be awarded with the cash prize as noted against.

Sl. No	Name of the Course/ Class	Rate per annum revised from 01.04.2008 ₹
1	SSLC, 10+2 (PUC), ITI, Diploma	1000/-
2	Degree Courses, Medical, Engineering, Law, BBM and Final year Post Graduation	1500/-

- ii) A cash prize of Rs. 1500/- is awarded to the student of the employees of the Board who secure rank within first 10 at the State/University level in a final examination/ semester in the first attempt in any of the above class/course.

2) Eligibility

- i) All the employees of the Board are eligible for the cash award under (i) above for their children (limited to two) studying in the above classes/courses.
- ii) The student ought to be studying in an Educational Institution recognized by the Education Department, Board, University or in College/Institution declared as autonomous.
- iii) The employee cannot claim cash prize under (1)(i) and (1)(ii) concurrently and when the student become eligible for both the benefits in a year, only one cash prize will be Awarded.
- iv) The Employee should furnish necessary documentary evidence that his/her child/ children has stood first in the concerned class/ course and/or secured within 10 Ranks obtained from the Head of the school/ Institution/ College. If the son/ daughter of other than Port Employees secures highest marks and the son/ daughter of the Port employees comes next in the class/

course in the particular school/ Institution/ College, then the cash award will not be allowed to the son/ daughter of the Port employee. For this purpose, all the recognized schools, colleges/Institutions including Kendriya Vidyalayas are taken into consideration for the award of cash prize.

General:

1) Penalty:

If an employee makes a false declaration and the benefits under Scheme – II & III is allowed based on the claim and later it is revealed that the claim is false, the employee should refund the entire amount allowed to him/ her and further he/she will be ineligible for the benefits in the subsequent years, besides disciplinary action against him/ her.

2) Power to relax:

- i) Where the Chairman is satisfied that the operation of the Scheme – II, III & IV causes undue hardship in any particular case, he may record in writing to dispense with or relax any of the conditions as he may consider necessary for dealing with the case in a just and equitable manner.
- ii) Since the benefits under Scheme – II, III & IV are paid from the Welfare Fund created under New Mangalore Port Trust Employees (Welfare Fund) Regulations 1980, the Chairman has the powers with the approval of the Board to reduce or increase quantum of Allowance, Scholarship and cash award subject to availability of the balance in the fund in a year.

FORM - I**APPLICATION FOR CHILDREN EDUCATION ALLOWANCE**

1. Certified that the children/child mentioned below in respect of whom the Children Education Allowance is claimed is / are wholly dependent upon me:-

Name of the child & Date of birth	School at which studying	Class in which studying	Total education allowance paid	Total amount of re-imbursement claimed
1	2	3	4	5
1)				
*Tuition fees-for the whole year I/II/III/IV - Term				₹
Purchase of Books (one set per child per Academic year)				₹
Purchase of Note Books (one set per child per Academic year)				₹
Purchase of Uniforms (Two set per child per Academic year)				₹
Purchase of School shoes (one pair per child per Academic year)				₹
Total to be filled in column 4 above				₹
2)				
*Tuition fees-for the whole year I/II/III/IV - Term				₹
Purchase of Books (one set per child per Academic year)				₹
Purchase of Note Books (one set per child per Academic year)				₹
Purchase of Uniforms (Two set per child per Academic year)				₹
Purchase of School shoes (one pair per child per Academic year)				₹
Total to be filled in column 4 above				₹

2. Certified that the Education allowance indicated against the child/ children has actually been paid by me (Receipts enclosed) (Note:- Copy of school fee card and blank challans paid up receipts purchase receipts in original are to be enclosed)
3. Certified that my spouse is a New Mangalore Port Trust employee and that she/he has not claimed/ will not claim children's educational allowance in respect of our child/ children.
4. Certified that during the period covered by the claim the child attended the school regularly and did not absent himself/herself from school without proper leave for period exceeding one month.

5. In event of any change in particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also refund excess payments if any made.

Note : * Tuition fee means, Tuition fee, Admission fee, Lab fee, special fee charged for Agriculture, Electronics, Music or any other subject, fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee extra curricular activities.

Encl :

Place:

(SIGNATURE OF THE EMPLOYEE)

Date:

Designation :

E.C. No. :

FORM - II
Register of claims towards Children Education Allowance
and Hostel subsidy.

Sl. No	Name of the claimant employee	Designation	Periods to which the claim pertains	Details of the items claimed	Amount claimed	Amount admissible	Dated initials of Drawing officer	Remarks
1	2	3	4	5	6	7	8	9

न म प न्यास के कर्मचारियों के बच्चों के लिए किताबों लेखन सामग्रियों व छात्रवृत्ति हेतु आवेदन
Application for Books & Stationery Allowances and Scholarships to the children of
employees of NMPT

सामान्य / General :

1. प्रता/छात्रवृत्ति के लिए दावा करनेवाले कर्मचारियों का नाम :
Name of the employee claiming allowance/
Schorship
2. पदनाम / Designation :
3. कर्मचारी कूट सं० / Employee code no. :
4. क्या नियमित नियुक्ति है / Whether regular appt. :
5. कार्यरत विभाग/प्रभाग/कार्यालय
Dept/Dn/office in which working :
6. प्रारंभिक नियुक्ति की तारीख/Date of initial Appt. :
7. सेवा निवृत्ति की तारीख/Date of retirement
8. क्या विवाहिती न म प न्यास में नियुक्त है, यदि हो तो विवरण
Whether spouse is employed in NMPT, if so
the details
9. दावा जिस शिक्षा वर्ष से संबंधित है
Academic year to which the claim relates :

योजना I (किताबों/लेखन सामग्री की स्वीकृति) Scheme I (Grant of Books & Stationery Allowance)
गर्भावस्था के विवरण केवल दो के लिए सीमित Details of the children limited to only 2(two)

बच्चा/Child I

बच्चा/Child II

1. बच्चे का नाम / Name of the Child :
2. बेटा या बेटा / Son or Daughter :
3. जन्म तिथि / Date of Birth :
4. कौनसी कक्षा में पढ़ता है/class in which studying
5. शैक्षिक संस्था का नाम व प्रता जिसमें पढ़ते हैं
Name & Address of the Education
Institution in which studying :
6. क्या निचली कक्षा से पदोन्नत किया या उसी कक्षा
में इस वर्ष रोक लिया गया
Whether promoted from the lower class
or Detained this year in the same class

योजना -II (योग्यता छात्रवृत्ति की स्वीकृति) Scheme-II (Grant of Merit scholarship)

1. विद्यार्थी का नाम / Name of the student :
2. बेटा या बेटी / Son or Daughter :
3. जन्म तिथि / Date of Birth :
4. क्या अ ना/अ न ना/अन्य/Whether SC/ST/Neither :
5. कौनसी कक्षा में पढ़ता है/class in which studying :
6. शैक्षिक संस्था का नाम व पता जिसमें पढ़ते हैं
Name & Address of the Education
Institution in which studying :
7. पिछली वर्ष की अंतिम परीक्षा में प्राप्त अंक की प्रतिशतता
Percentage of marks obtained in the
previous years final examn. :
8. क्या विद्यार्थी पहले कोई अन्य छात्रवृत्ति प्राप्त की है।
यदि हाँ तो, चालू वर्ष के दौरान प्राप्त/प्राप्त करनेवाली राशि
Whether the student is already in receipt
of any other scholarships if so, the amount
received/receivable during the current yr.

कर्मचारी द्वारा घोषणा / Declaration by the Employee

मैं एतद्वारा सत्यनिष्ठा से घोषणा करता/करती हूँ कि मेरी जानकारी और विश्वास के साथ दिया गया ब्योरा सही है। यदि उपर्युक्त ब्योरा गलत पाया जाय, तो ब्योरे के आधार पर मुझसे प्राप्त समस्त हितलाभ अधिका महोदय द्वारा वसूल किया जाता है और समीचित अनुशासनिक कार्रवाई भी की जाती है।

I hereby solemnly declare that the particulars given above are true to the best of my knowledge and belief. If the above particulars are found to be not true, the Chairman can recover the entire benefits received by me based on the above particulars and also take disciplinary action deemed fit.

दिनांक /Date :

हस्ताक्षर/Signature

स्कूल/ कॉलेज से प्रमाण पत्र / Certificate from the School / College

प्रमाणित किया जाता है कि मास्टर/कुमार/श्री ----- श्री/श्रीमती -----
 के/की पुत्र/पुत्री शिक्षा वर्ष ----- के लिए इस स्कूल/कॉलेज/संस्था के एक प्रामाणिक
 विद्यार्थी है और वर्तमान में ----- (कक्षा/पाठ्यक्रम) में पढ़ रहा/रही है और वह निम्नलिखित कक्षा से
 पदोन्नत/ उसी कक्षा में रोका गया है (*) । यह स्कूल/कॉलेज/संस्था शिक्षा विभाग/बोर्ड/ विश्वविद्यालय से मान्यता
 प्राप्त है ।

Certified that Master/Kum./Shri----- son/daughter of Sri /smt. -----
 ----- is a bonafide student of this school /College/Institution for the
 academic year ----- and is presently studying -----
 (standard/Course) and he/she is promoted from the lower class/detained in the same class(*).
 This school/ college/institution is recognised by Education Department/Board/University.

दिनांक/Date :

मोहर सहित स्कूल/कॉलेज के प्राचार्य/मुख्य
 अध्यापक/ मुख्य अध्यापिका के हस्ताक्षर

(*) लागू न होनेवालों को काट दीजिए Strike out whichever is not applicable

(केवल कार्यालय के उपयोग के लिए For office use only)

किताबें/ लेखन सामग्री भत्ता/छात्रवृत्ति के लिए -----
 ----- कर्मचारी का दावा उनके/उनकी पुत्र/पुत्री के संबंध में यानी ----- शिक्षा वर्ष -----
 ----- के लिए ----- कक्षा के लिए न्यासी मंडल द्वारा अनुमोदित स्कीम के अनुसार
 सत्यापित किया गया है और निम्नलिखित के अनुसार रु. ----- के लिए सही पाया गया है ।

The claim of the employee for Books & Stationary allowance/Scholarship in
 respect of his son/daughter namely ----- for the
 academic year ----- for -----
 standard has been verified as per scheme approved by the Board of Trustees and
 found correct for Rs.----- as under.

(क) दावा की गई राशि Amount claimed

संस्तुत राशि / Amount recommended:

**New Mangalore Port Trust Employees
(Educational Assistance) Regulations 1997**

(As on 30.11.2007)

SCHEDULE

New Mangalore Port Trust (Educational Assistance) Regulations, 1997.

GSR 1344(E): In exercise of the powers conferred by Section 28 of the Major Port Trusts Act, 1963 (38 of 1963), the New Mangalore Port Trust Board hereby makes, subject to the approval of the Central Govt., under Section 124 of the above Act, the following Regulations to amend and consolidate the New Mangalore Port Trust Employees (Children's Educational Allowance) Regulations, 1980 and the New Mangalore Port Employees (Reimbursement of Tuition Fees) Regulations, 1980 published GSR 60(E) and GSR 159(E) in the Official Gazette of India Extraordinary, dated 27th March, 1980.

1. Short title and commencement:

- (1) These Regulations may be called New Mangalore Port Trust (Educational Assistance) Regulations, 1997.
- (2) They shall come into force with effect from the date of publication in the Gazette of India.

2. Applications:

- (1) These Regulations shall apply to all employees of the Board except persons in casual or daily rated or Part-time employment.
- (2) Employees of the Board deputed to Central/State Govt. or on foreign service in India would be eligible to drawal of educational assistance under these orders from such Central/State Govt. or foreign employer, provided provision to this effect is expressly made in the terms of deputation or foreign service.

3. Definitions: In these regulations, unless the context otherwise requires –

- i) 'Board' shall have the same meaning assigned in the Major Port Trusts Act, 1963.
- ii) 'Employee' means an employee of the Board.
- iii) 'Child' means a child of an employee of the Board and includes a step child and an adopted child who is wholly dependent on the employee.
- iv) 'Higher Secondary or Senior Secondary Classes' means Classes XI and XII and includes Classes upto the equivalent of XII under the 10+2+3 scheme like Pre-university class or the first year class of an Intermediate College, a Technical College, or a Polytechnic

provided the child has passed the Secondary or equivalent but not the Higher Secondary Examination before joining such class.

- v) 'Primary Classes' means Classes I to V but does not include Kindergarten or Nursery classes.
- vi) 'Recognised School' means Govt. school or any educational institution whether in receipt of Govt. aid or non-recognised by the Central or State Govt. or Union Territory Administration or by a University or a recognised educational authority having jurisdiction over the area where the institution is situated. For the purpose of these orders education upto the senior level shall be treated as school education.
- vii) 'Secondary Classes' means Classes VI to X.
- viii) 'Tuition Fee' means tuition fee payable and actually paid, and includes:-
 - (i) Science fee.
 - (ii) Laboratory fee in case Science fee is not separately charged.
 - (iii) Special fee charged for agriculture as an elective additional subject and
 - (iv) any fee charged for subject like music which are taught as part of the regular school curriculum or subject requiring practical work under the programme or work experience.

Provided that if tuition fee charged from a Science student is higher than that charged from a non-science student, science fee, though separately charged, shall not be included in the tuition fee for the purpose of these orders.

Explanation:

"Tuition Fee" does not, however, include –

- (i) Domestic Science fund charges.
- (ii) Library fee.
- (iii) Games fee.
- (iv) Admission fee and
- (v) Extra curricular activity fee.

General Conditions:

4. Eligibility:

(1) Subject to provisions of Regulation No.11 to 24, all employee of the Board except persons in casual or daily rated or part time employment without any pay limit shall be eligible to draw children's educational assistance, reimbursement of tuition fee and hostel subsidy.

5. (1) In case both wife and husband are employees of the Board and are governed by the provisions of these Regulation, the children's educational allowance or reimbursement of tuition fee or hostel subsidy as the case may be shall be admissible to one of them only.

(2) In case the wife or husband of an employee of the Board is employed outside the Port service, the employee of the Board shall be able to draw the allowance or reimbursement or subsidy under these regulations, only if his/her spouse is not entitled to the benefit of any such allowance or reimbursement of subsidy from his/her employer and a declaration to that effect shall be obtained from the employee.

6. (1) The children's educational allowance or the (reimbursement of tuition fees) or hostel subsidy shall be admissible to employee of the Board while he/she is on duty or is under suspension or is on leave (including extraordinary leave).

Provided that during any period which is treated as "Dies-non", the employee of the Board shall not be eligible for the allowance/reimbursement/subsidy for the period.

- (2) If an employee of the Board dies or ceases to be in service by reason of retirement, resignation, discharge, dismissal or removal from service in the course of an academic year, the allowance or reimbursement or hostel subsidy shall be admissible till the end of academic year in which the event takes place.

7. Children's Educational Allowance, Reimbursement of Tuition Fee or Hostel Subsidy shall be admissible only in respect of Children's between the age limits of 5 and 20 years.

An employee of the Board shall not be eligible to draw children's educational allowance, reimbursement of tuition fee or hostel subsidy for a child for more than two academic years in the same class.

8. Assistance under these Regulations shall be available upto 3 children born upto 31.12.1987 and shall be restricted to two children born thereafter.

Provided that where an employee of the Board claims children's education allowance in respect of some of his children and hostel subsidy in respect of other children, the total number of children in respect of whom the allowance or subsidy is drawn shall not exceed two.

9. The Children's educational allowance, reimbursement of tuition fee or hostel subsidy, as the case may be, shall be admissible to employee of the Board in respect of a child only if the child attends the school regularly.

Provided that no such allowance, reimbursement of tuition fee or hostel subsidy, shall be admissible in any case where the period of absence from the school without proper leave exceeds one month notwithstanding that the name of the child remains on the roll of the school.

10. The Children's educational allowance, reimbursement of tuition fee, or hostel subsidy as the case may be, shall be admissible to employee of the Board in respect of his children regardless of the fact that any scholarship is received provided that if freeship is awarded reimbursement of tuition fee/hostel subsidy shall be admissible only to the extent of fee actually paid.

Children's Educational Allowance

11. (1) An employee of the Board is eligible to draw children's educational allowance when he is compelled to send his child to a school away from the station at which he is posted and/or residing owing to the absence of a school of the requisite standard at that station.

(2) For the purpose of this order, the following schools shall not be deemed to be schools of the requisite standard:-

- (a) In so far as an Anglo-Indian child is concerned a school not run by the Anglo-Indian community or a school not affiliated to the council for Indian School Certificate Examination of the Indian Council of Secondary Education.

- (b) A school run by a body of certain religious persuasion which the child is prevented by the tenets of his religious persuasion from attending due to religious instructions being compulsorily imparted in such a school and
- (c) A school where teaching is conducted in a language distinct from the language of the child.

Explanation (1) – The language of the child will be medium of instruction, in the school where the child was getting education earlier and in the case of child admitted in a school for the first time the mother tongue of the child by birth or by adoption.

Explanation (2) – The admissibility of children's educational allowance will have to be determined with reference to the standard of the school viz., Primary, Secondary or Higher Secondary or Senior Secondary and the medium of instruction and the language of the child and not to the absence of any particular subject in a particular institution.

12. The allowance shall be admissible to an employee of the Board at a station where there is no school of the requisite standard, only if the nearest school of such standard is so situated that there is no convenient train or bus service to take the child from his residence near the time of the opening of the school and bring him back not too long after the school is closed for the day and the journey by such train/bus service takes more than an hour.

13. If an employee of the Board is transferred from a station where there is no school of the requisite standard to a station where there is such a school and if he was in receipt of the allowance at the former station in respect of any child he shall remain eligible for such allowance until the close of the academic year the school in which his child was studying at the time of his transfer, provided the child continue for that period in that school.

14. If a child of an employee of the Board is denied admission to a school of the requisite standard at the station, at which the employee is posted and/or residing because of there being no vacancy, or any other reasons, and child is, compelled to attend a school away from the employee's place of posting and/or residence, the employee shall be entitled to the allowance as if there were no school of the requisite standard at that station.

Explanation:- The availability of vacancy in a school shall be determined with reference to the position existing at the time of the admission of the child in the school, whether it be at the start or in the middle of the session, in consultation with the competent educational authorities of the area and not on the basis of the certificate of the school authorities.

15. An employee in receipt of the allowance shall continue to be eligible to draw such allowance during any period, not exceeding four months.

(1) When he may go and stay with the child in respect of whom the allowance is drawn while on leave or during suspension or temporary transfer.

(2) When the child may come to live with the employee provided it is certified by a registered medical practitioner that the child is forced to remain away from studies due to illness, and

(3) When the child may come to live with the employee during vacation, provided the child continues to be on the rolls of the school.

16. The allowance shall be admissible to an employee at the following rates:

Primary, Secondary and Higher Secondary Classes –
I to XII : Rs.50/- per month per child.

17. (1) The allowance shall be admissible to an employee throughout the year notwithstanding that no tuition fee is paid during the vacation.

(2) In the case of a child who is successful at the final secondary/ higher secondary/senior secondary examination, the allowance shall be admissible to the employee upto the end of the month in which the examination is completed or upto the end of one month upto which the school fees are charges, whichever is later.

(3) In the case of a child who fails in the final secondary/higher secondary/senior secondary examination, but resumes his studies the allowance shall be admissible to the employee for the period of vacation intervening provided that fees are paid for the period of vacation.

Reimbursement of Tuition Fee:

18. An employee shall be eligible to the reimbursement of tuition fee payable and actually paid in respect of his child provided that no children's educational allowance under these regulations is admissible to him.

19. The tuition fee payable and actually paid by an employee in respect of his child may be reimbursed subject to the following:

(a) Classes I to X - Rs.20/- p.m. per child.

(b) Classes XI to XII - Rs.25/- p.m. per child.

(c) Classes I to XII – in respect of physically handicapped and mentally retarded children – Rs.50/- p.m. per child.

NOTE: Science fee upto the limit of Rs.5/- p.m. will be reimbursable in addition to the tuition fee in respect of children studying Classes IX to XII and offering Science subjects.

20. The reimbursement of tuition fee charged by a college run by a University or affiliated to a University for Pre-University/first year class of an intermediate college or of a technical college or first year class of polytechnic or for a correspondance course shall, however, be reimbursed in full subject to their being restricted to the rates prescribed by Govt. college for corresponding classes.

(2) "In cases where minimum qualification for admission in the two year diploma course in polytechnic is 10th class at the revised pattern of education and the student joins the polytechnic after passing X class of the revised pattern of education, the reimbursement of tuition fees shall also be allowed for the I and the II year classes of the above course".

21. Notwithstanding anything to the contrary in these orders, tuition fee payable and paid in respect of physically handicapped or a mentally retarded child of an employee shall be reimbursed subject to the following conditions:-

(a) The institution in which the child is studying is one which is recognised or approved or aided by the Central Govt. or State Govt. or Union Territory Administration.

- (b) The fee charged are approved by the Central Govt. or State Govt. or Union Territory Administration as the case may be.

Explanation:- If the institution is recognised or approved or aided but the fees charged are not approved by Central or State Govt. or Union Territory Administration, the fee reimbursable shall be subject to ceiling of Rs.50/- p.m.

Hostel Subsidy

22. An employee shall be eligible to the grant of subsidy at the rate of Rs.150/- p.m. per child, if because of transfer he is obliged to keep his children in the hostel of a residential school far away from the station at which he is posted and/or is residing.

However, if the date of admission to the hostel is earlier than the date of transfer, and if such admission is made in anticipation of the transfer, the hostel subsidy may be made from the effective date of transfer.

23. The hostel subsidy shall be payable upto 10+2 stage in States and Union Territories, where the pattern of 10+2+3 has been adopted and upto higher secondary and senior secondary stage in other States and Union Territories irrespective of the fact that the children study in a Kendriya Vidyalaya or any other recognised school.

24. The hostel subsidy shall not be admissible in respect of a child for whom children's educational allowance is drawn by an employee.

Procedure for payment of Children's Educational Allowance, Reimbursement of Tuition Fees and Hostel Subsidy.

25. An employee, claiming children's educational allowance, reimbursement of tuition fees or hostel subsidy shall furnish a certificate in the prescribed forms 1, 2, 3 and 4 as the case may be, to the Head of Office at the time of preferring his initial claim and thereafter in the months of March and July every year. Where the employee is himself the Head of the Office, he shall furnish the certificate to the next higher authorities.

Note: For reimbursement of tuition fees to an employee a certificate from the Head of the Institution where the child is studying need not be insisted upon. However, at the time of accepting the initial claims, production of the cash receipt given by the school or counterfoil of the bank credit voucher, if the tuition's fee is paid through bank by the employee as a proof of having actually paid the tuition fee will be sufficient.

For the subsequent occasions, a declaration from the employee to the effect that he continue to incur the expenditure on tuition fee etc. should be accepted. The employee may also be asked to certify that his child/children is/are actually studying in a recognised school and that he is actually incurring expenditure on tuition fee.

26. The Head of Office in regard to employees working in his office and the next higher authority in regard to Head of Office shall after making such enquiry as may be considered necessary, issue a certificate indicating the amount of allowance admissible to the employee on the basis of which the allowance shall be drawn.

Provided that in the case of children's educational allowance it shall be permissible for the allowance being drawn on a provisional basis, pending verification as above, for short periods not exceeding three months subjects to an undertaking being obtained from the employee that, if, as a result of verification, it is established that a school of the requisite standard does exist at the

station of posting/residence or near such station as referred to in Regulation No.12, he shall refund the allowance paid to him.

Provided further that the Head of Office or the next higher authority, as the case may be may at his discretion, make enquiry at periodic intervals regarding admissibility of assistance under these orders.

27. The Head of Office shall certify on the pay bill that the certificates mentioned in Regulation No.26 above have been obtained in respect of employees covered in the pay bill.

28. An employee transferred from one station to another shall furnish a fresh certificate at the new station incase he continues to be eligible to draw children's educational allowance or hostel subsidy.

29. The Head of Office should maintain a suitable record of the claims received, admitted/rejected and reimbursed in respect of each Port employee (and make it available to the Financial Adviser and Chief Accounts Officer) along with the certificate and information furnished by the Port employees, the receipts of educational authorities in support of the claims preferred by them and other documents, if any. The record to be maintained shall be in the form as in Form No.5.

Foot Note: Principal Regulations published in the Gazette of India vide GSR No. 344 (E) dated 26-6-1997.

FORM - 5

Register of claims towards reimbursement of Childrens Education Allowances, Tuition Fees and Hostel Subsidy.

Sl. No.	Name	Designation	Period to which the claim pertains	Amount claimed	Amount Admissible	Dated initials of Drawing Officer/ Head of Office/ immediate Superior	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)